

~~CONFIDENTIAL~~

9 August 1961

MEMORANDUM FOR: CIA Librarian

SUBJECT : Change in Routing of Western Hemisphere Single Copy,
Non-filmed, Industrial Enclosures

REFERENCE : Memo from Chief, Circulation Branch, dated 2 August 1961,
same subject.

1. In accordance with referenced request, we have changed our procedure "Items Not to be Microfilmed" dated 15 December 1960 as follows:

No. 4 Industrial Brochures and Directories

Delete parenthetical part in second column and substitute therefor:

"Exception: Route Industrial Brochures and Directories on Western Hemisphere areas through IR to LY/Circ."

In third column write in:

"For Western Hemisphere Brochures and Directories stamp cover sheets: "Encl. N.M. -avail. in LY/Circ."."

2. Attention is invited to the note on CIA documents appearing in the second column of the 15 December 1960 procedure. On CIA documents we are committed to follow the disposition of enclosures that is indicated in the report. In the absence of any such indication, we will route requested enclosures through IR to LY/Circ.

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Chief, Document Division

 :lmc
(9 August 1961)

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